

Room 3808
Munitions Building
17 December 1943

MINUTES OF ORGANIZATION MEETING

Present:

Comdr. Bailey, ONI
Major Kountz, MID
Major Douglas, AAF

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1. It was decided that a plans and control officer, an editor-in-chief and a publications officer should be appointed.
2. The duties of the Plans and Control officer will be: 1) to keep a general check on all flow of manuscript and proof through the office, such as, logging text and proof in and out and preparing weekly progress reports, 2) to act as general business manager in charge of supplies, etc., such as securing paper and office equipment.
3. The Editor-in-chief shall have general responsibility for preparation of text to go to printer. This includes style (re-writing), writing brief, content, indexing, table of contents, and arranging plans and illustrations.
4. The production officer will be in charge of production of finished volumes. This includes contact with printer (under board direction) art work, cartography (for the editor-in-chief), checking manuscript for format, and proof reading.
5. The board voted to appoint the following officers to these positions:
 - 1) Plans and Control officer - Lt. Nicholson
 - 2) Editor-in-chief - Lt. Comdr. Clinton
 - 3) Production officer - Lt. Pratt

Respectfully submitted, 25X1A9a

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